



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	37H	Youth Case Management Services	12/2/2008
Subchapter:	2	Program Operation	
Section	8	Service plan (N.J.A.C. 10:37H-2.8)	

§10:37H-2.8 Service plan

(a) The PA shall develop service plans based on the written comprehensive assessment. The service plan shall be completed and initiated within 14 working days of the youth's admission into the program.

(b) The service plan shall include, but not be limited to, the following:

1. Identification of problem areas and service needs;
2. Identification of short term and long term goals and measurable objectives;
3. Time frames for reaching short term and long goals and objectives;
4. A summary of the youth's and family's strengths, problems to be addressed, interventions to be utilized in treatment, and recommended frequency of case management activities;
5. Identification of staff person or other parties responsible for implementation of services and interventions; and
6. Criteria which address stated goals and measurable objectives to be achieved for successful discharge.

(c) Signatures shall indicate that the service plan and subsequent revisions were reviewed by appropriate treatment team members, the client and parent or legal guardian. Any attempts made to have the youth sign the service plan, unless clinically contraindicated, shall be so documented in the clinical records.

(d) Service plans shall be reviewed and revised at least every 90 days with all members of the treatment team, the client and parent or legal guardian.

(e) Provider agencies that have received a referral for service for a youth pursuant to N.J.S.A. 2A:4A-43 may have 30 calendar days to gather initial clinical information, complete a written comprehensive assessment and create an initial service plan as specified in N.J.A.C. 10:37H-2.4(b), 2.5(e) and 2.8(a).

